

Intent: This form guides the conversation between the teacher and evaluator prior to a formal observation.

F O R M A T I V E   A S S E S S M E N T   T O O L \_\_\_\_\_



# Pre-Observation Conference Guide

Name: \_\_\_\_\_ Date of Pre-Conference: \_\_\_\_\_

Assignment: \_\_\_\_\_

Status: Temporary \_\_\_\_\_ Intern \_\_\_\_\_ Probationary 1 \_\_\_\_\_ Probationary 2 \_\_\_\_\_ Permanent \_\_\_\_\_

**Focus of the Observation will be on Standard(s)** \_\_\_\_\_

1. Tell me about this lesson and its context. What has led up to this lesson? How is it building on previous lessons? How does it meet students' needs? Where does it fit in the curriculum? Which content standard(s) does this meet?
2. What do you want the students to learn through this lesson? How will you know they are successful? How will your students know your expectations?
3. How will the instructional strategies and resources you are using during the lesson promote student learning? How will you scaffold or differentiate instruction or expectations for special needs students?
4. What specifically do you want me, as the evaluator, to observe?
5. What evidence would you hope I would see?

Observation Date: \_\_\_\_\_ Post Conference Date: \_\_\_\_\_

Evaluator \_\_\_\_\_ Date: \_\_\_\_\_ Evaluatee \_\_\_\_\_ Date: \_\_\_\_\_